



U.S. MISSION TO ITALY - OFFICE OF HUMAN RESOURCES

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 07-06

OPEN TO:
(See definitions
on last page)

- 1. Appointment Eligible Family Members (AEFMs) – All Agencies**
- 2. Current U.S. Citizen and Foreign National Employees – All Agencies**
(Ordinarily Resident and Not Ordinarily Resident)
- 3. U.S. Citizens and Foreign Nationals**
(Ordinarily Resident and Not Ordinarily Resident)

POSITION: **SPECIAL CONSULAR SERVICES (SCS) ASSISTANT**
American Embassy, Rome
FSN-8: FP-6 *

OPENING DATE: March 2, 2007

CLOSING DATE: March 16, 2007

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not Ordinarily Resident: \$ 35,864 gross p.a. (Starting salary)
(Position Grade: FP-6 to be confirmed by Washington)

*Ordinarily Resident: Euro 35,136 gross p.a. (Starting salary)
(Position Grade: FSN-8)

NOTE: *With the exception of Appointment Eligible Family Members, all other categories must have the required work and residency permits before being able to apply for local positions in Italy.*

The American Embassy in Rome is seeking candidates for the position of **Special Consular Services Assistant** in the Consular Section, available immediately.

BASIC FUNCTIONS AND MAJOR DUTIES OF THE POSITION

Incumbent of this position deals with the difficult aspects of Special Consular Services cases, welfare and other protective services for American citizens, thus performing duties that include but are not limited to the following:

- Handles death and estate cases, assisting families, arranging for disposition of remains and ensuring protection of deceased's effects.
- Processes complex passport cases such as emergency passport issuance and standard cases of Reports of Birth Abroad. Also conducts preliminary interviews and reports findings to Consular Officer with evaluative comments. Must be alert for issues of fraud and impostors when expediting passport and citizenship cases.
- Works with Italian governmental and local authorities to consult on issues concerning American prisoners, crime victims, extraditions, missing person cases, etc
- Handles Complex and sensitive repatriation, destitution and other financial assistance cases, including mental illness and medical evacuation.

- Deals with property matters and trade complaints, advising U.S. citizens on aspects of local practices for laws affecting foreign residents, liability for taxes, currency control and banking practices.
- May provide guidance and advice to other employees in the section.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address the selection criteria detailed below with specific and comprehensive information supporting each criterion.

Education & Prior Work Experience

Completion of secondary school plus **5** years of progressively responsible experience in work involving the application of complex regulatory material, investigative activity, social work type casework resolution and extensive public contact, or other closely related experience.

OR

College degree plus **3** years of progressively responsible experience in work involving the application of complex regulatory material, investigative activity, social work type casework resolution and extensive public contact, or other closely related experience.

Language:

English requirement: Level IV (fluent) both spoken and written.
Italian requirement: Level IV (fluent) both spoken and written.

Knowledge:

In-depth knowledge of U.S. and Italian laws, regulations, State Department instructions, information sources pertaining to Basic Functions and Duties described above, including knowledge of Italian justice systems (legal, penitentiary, court procedures, etc.), law enforcement and social welfare systems and resources.

Abilities and Skills:

Strong computer skills and ability to utilize MS Office applications. Ability to interpret and apply complex regulations correctly, define procedures and give sound technical advice. Tact, good judgment and sensitivity in dealing with U.S. citizens experiencing hardships. Ability to establish and maintain extensive contacts at all levels, working with Italian government, local officials, prison directors, police officials, private organizations and institutions. Ability to draft replies to Congressional correspondence, moderately difficult reports in precise and correct English and Italian. Ability to work independently under pressure yet within the framework of a team. Ability to work with distressed individuals to seek solutions to their problems.

SELECTION PROCESS

It is essential that all candidates address the required qualifications above in the application. When equally qualified, candidates will be given preference in the following order: Appointment Eligible Family Members, U.S. veterans claiming preference, and all others.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Applicants must be eligible for employment under host government laws and regulations.
3. Current employees serving a probationary period are not eligible to apply.
4. Appointment Eligible Family Members (AEFMs) who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Management may decide to hire at a trainee level a selected candidate who meets the requirements as advertised.

TO APPLY

All interested candidates must submit the following application package. **Unless otherwise specified, the application language is English.**

- A cover letter indicating the job title/number and highlighting the particular qualifications for the position as advertised.
- A current detailed resume which provides the following additional information as appropriate:
 - For all - Indication of nationality (also dual nationalities) and address of residence.
 - For all non-Italian citizens - Evidence of authorization to work in Italy (**a copy of the *permesso di soggiorno* must be attached**).
 - For U.S. citizens - Social Security Number
- U.S. Veterans **claiming preference must clearly indicate this in their cover letter and must provide a copy of Form DD-214** (Certificate of Release or Discharge from Active Duty) with their application.
- **Please note that supporting documents showing evidence of the information given in the application may be requested at a later stage.**

Application packages that are inadequate or incomplete will not be considered.

N.B. Current employees who have completed their probationary period should apply in writing with a memorandum cleared by their American supervisors.

MAIL APPLICATION TO

Embassy of the USA
Office of Human Resources/Attn. Recruitment
Via Veneto 119/A
00187 Rome, Italy
FAX: (06) 4674-2649

Please note that the Mission does not accept applications by hand, by e-mail or courier service.

Applications can be sent either via fax or regular/priority mail.

We are sorry but we cannot acknowledge receipt of faxes.

No applications will be accepted after the deadline.

Closing date for this position is: March 16, 2007

An Equal Opportunity Employer

The US Missions in Italy provide equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Only applications received in the Office of Human Resources by the closing date of this job notice will be considered and only shortlisted candidates will be contacted. To all applicants we extend our appreciation for considering the U.S. Government in Italy as a potential employer.	<i>Solo le domande ricevute nell'Ufficio Risorse Umane entro la chiusura di questo bando verranno considerate e solo i partecipanti inseriti nella rosa dei candidati più qualificati verranno contattati. A tutti esprimiamo il nostro apprezzamento per l'interesse mostrato in un impiego presso il Governo degli Stati Uniti in Italia.</i>
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DEFINITIONS

Appointment Eligible Family Member (AEFM): A type of Eligible Family Member that is eligible for direct-hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.